



KING COUNTY LEAVE ADMINISTRATION PROCEDURE

Domestic Violence Leave of Absence Procedures

Washington state law allows employees who are victims or who are family members¹ of victims of domestic violence, sexual assault or stalking to take a reasonable period of leave to receive medical treatment, attend legal proceedings or address safety concerns. King County Executive Policy "Domestic Violence in the Workplace," PER-18-5-2 (AEP) (September 10, 2006) also provides for leave as a means of providing assistance to an employee who is a victim of domestic violence.

Action By:

Action:

Employee	1.	Notifies department human resources representative of the need for leave of absence with or without pay in advance if leave is foreseeable or by the end of the first day of leave if leave is not foreseeable
	2.	Discusses availability of paid and unpaid leave with employer
	3.	Completes King County Absence Request Form (or other notification means according to department procedures) indicating leave with pay (sick leave, vacation leave, compensatory time or other accrued leave) or without pay
	4.	Forwards request for time off paperwork and King County Absence Request Form (or other notification means according to department procedures) to supervisor or in accordance to department procedures
Employer	5.	May request verification ² that employee or family member is victim of domestic violence, sexual assault or stalking and that leave is being taken for reason noted above (If verification documentation is received, file the verification documentation in the employee's medical file)

¹ A "family member" is a child, spouse, parent, parent-in-law, grandparent or person with whom the employee has a dating relationship. A "dating relationship" is a social relationship of a romantic nature.

² Verification may include a police report indicating the employee or employee's family member was a victim of domestic violence, sexual assault or stalking; a court order protecting or separating the employee or employee's family member from the perpetrator of the act of domestic violence, sexual assault or stalking; documentation that the employee or employee's family member is a victim of domestic violence, sexual assault or stalking from a domestic violence advocate, attorney, member of the clergy or a medical or other professional; or an employee's own written statement that the employee or employee's family member is a victim of domestic violence, sexual assault or stalking.

6.	Signs and forwards King County Absence Request Form (or other notification means according to department procedures) according to department procedures and to the department or division human resources representative
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Employer or employee	7.	Enters approved leave information and appropriate payroll code into payroll system
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8.	Retains copy of King County Absence Request Form (or other notification means according to department procedures) for employee file
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Employer	9.	May communicate with employee during leave to confirm return date
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Employee	10.	Returns to work
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